

555 Oconomowoc Parkway

Oconomowoc, WI 53066

April 26, 2010

Goodwill Industries

2015 Meadow Lane

Pewaukee, WI 53072

Dear Sir or Madam:

I am writing to learn more about Goodwill stores. I need to send out a business letter for a school project. I would like to know how many people you help in r community. I also need to knw what products you want donated.

Bad Example:

- Spelling Errors
- Doesn't explain purpose
- Doesn't ask for specific information
- Doesn't show that you have researched the place you are sending the letter
- Doesn't give a date to reply by
- No signature and closing is not formal

Luv ya,

John

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Oconomowoc, WI 53066

April 26, 2010

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Pewaukee, WI 53072

Dear Sir or Madam:

I am a sixth grade student at John Muir Middle School in Education, WR. I am currently working on a persuasive paper about a social issue and chose to research poverty. I am learning how poverty impacts our city and the attitude of people. I found out that Goodwill doesn't just collect donated clothes, but they provide services to the community and help people get jobs. I am hoping you can give me some information to help with my school project.

First I would like to know about how many people in the Education community are helped by your store and services. I would also like to know which items are the most needed donations and can help others the most. Can you tell me something about your store that you think others should know? Then I can tell my class in my presentation. If you have any type of brochure or factual pamphlets that you can send back that would be appreciated.

I need this information by May 14, 2010. Thank you for your time and assistance.

Sincerely,

Better Example:

- No Spelling Errors
- Explains purpose
- Asks for specific information
- Shows that you have researched the place you are sending the letter
- Give a date to reply by
- Includes space for signature and closing is formal

John Smith